

## FISCAL REPORT

TO: All LEPC Chairs

FROM: IERC Fiscal Committee Chair

SUBJECT: LEPC Annual Fiscal Report

As you know, the Indiana LEPC funding law (IC 13-25-2-10.6) requires that each LEPC submit annually to the Indiana Response Commission (IERC) a fiscal report accounting for the LEPC's expenditures in the preceding year.

An accounting of prior year expenditures must be entered as disbursement in the online reporting system. All expenditures must meet the spending categories of IC 13-25-2-10.6 and must have been approved by the LEPC at a meeting with a quorum of members present.

A copy of your County Auditor's financial report showing the details of your LEPC's fiscal activity must also be uploaded into the online reporting system. The report will assist in entering the disbursements into the system, and will also provide additional information to the IERC regarding LEPC funding needs.

The fiscal reports are due by **March 1 of each year**, and should be submitted annually through the online reporting system at [www.in.gov/dhs/3793.htm](http://www.in.gov/dhs/3793.htm).

Thank you for your cooperation.